



Completing The MarvellousMe School Data File

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1. Add the names of all the staff that you want to use MarvellousMe, as the children know them (e.g. Mrs. Smith), and their school email, in columns A and B.

2. To add the children data, in columns C, D and E, you should run a report in your MIS (e.g. SIMS). The data you need is:

- Child first and last name
- Child UPN
- Reg. Group

- Run your report to Excel.
- Sort it by Reg. Group
- Copy and paste it neatly into our data file.

3. Copy the email address of the main Reg. group teacher, in column B, and paste it carefully in column F next to the names of all the children in that class.

You can assign other teachers to the same group later.

4. Check your completed file carefully, save it as a .csv file type, and send it to us.

- Via Egress Switch, to adrian@marvellousme.com, or another secure file transfer system.
- By email to adrian@marvellousme.com, protecting the worksheet with a password.

	A	B	C	D	E	F
1	STAFF NAME	STAFF EMAIL	CHILD NAME	UPN	REG GROUP	MAIN TEACHER EMAIL
2	Mrs Smith	smith@fakeemail.com	Aiden Brace	Fakeupn001	Reception	smith@fakeemail.com
3	Mr Taylor	taylor@fakeemail.com	Amy Andrews	Fakeupn002	Reception	smith@fakeemail.com
4	Miss Anderson	anderson@fakeemail.com	Ava Allemandy	Fakeupn003	Reception	smith@fakeemail.com
5	Miss Thomas	thomas@fakeemail.com	Cara Cook	Fakeupn004	Reception	smith@fakeemail.com
6	Mr Jackson	jackson@fakeemail.com	Ellie Joshua	Fakeupn005	Reception	smith@fakeemail.com
7	Mrs White	white@fakeemail.com	Elliott Marsh	Fakeupn006	Reception	smith@fakeemail.com
8	Mrs Harris	harris@fakeemail.com	Gabriel Balaam	Fakeupn007	Reception	smith@fakeemail.com
9	Mrs Martin	martin@fakeemail.com	Harrison Gibbs	Fakeupn008	Reception	smith@fakeemail.com
10	Miss Thompson	thompson@fakeemail.com	Harry Jardine	Fakeupn009	Reception	smith@fakeemail.com
11	Miss Garcia	garcia@fakeemail.com	Henry Knapp	Fakeupn010	Reception	smith@fakeemail.com
12	Miss Martinez	martinez@fakeemail.com	Alexandra Gardner	Fakeupn011	Year 1	white@fakeemail.com
13	Mrs Johnson	johnson@fakeemail.com	Alexandra Grace-Gibbs	Fakeupn012	Year 1	white@fakeemail.com
14	Mrs Robinson	robinson@fakeemail.com	Cecilia Cunneen	Fakeupn013	Year 1	white@fakeemail.com
15	Mr Williams	williams@fakeemail.com	Ciara Gilbey	Fakeupn014	Year 1	white@fakeemail.com
16			Ellie Jardine	Fakeupn015	Year 1	white@fakeemail.com
17			Emma Roberts	Fakeupn016	Year 1	white@fakeemail.com
18			Erin Southgate	Fakeupn017	Year 1	white@fakeemail.com
19			Ethan Oliver	Fakeupn018	Year 1	white@fakeemail.com
20			George Cook	Fakeupn019	Year 1	white@fakeemail.com
21			Harrison Gibbs	Fakeupn020	Year 1	white@fakeemail.com
22			Amelia Hall	Fakeupn021	Year 2	harris@fakeemail.com
23			Anna Noah	Fakeupn022	Year 2	harris@fakeemail.com
24			Archie Wharfe	Fakeupn023	Year 2	harris@fakeemail.com
25			Charlotte Costa	Fakeupn024	Year 2	harris@fakeemail.com
26			Christopher Freeman	Fakeupn025	Year 2	harris@fakeemail.com
27			Emily Edgar	Fakeupn026	Year 2	harris@fakeemail.com
28			Ethan Knight	Fakeupn027	Year 2	harris@fakeemail.com
29			Gareth Brett	Fakeupn028	Year 2	harris@fakeemail.com
30			Harry Healey	Fakeupn029	Year 2	harris@fakeemail.com
31			Harry Jones	Fakeupn030	Year 2	harris@fakeemail.com
32			Arabella Shone	Fakeupn031	Year 3	williams@fakeemail.com
33			Chloe Elliott	Fakeupn032	Year 3	williams@fakeemail.com
34			David Gough	Fakeupn033	Year 3	williams@fakeemail.com